

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

P.O. Box 1947
Sacramento, CA 95812-1947
(916) 576-7109
(916) 263-1406 (FAX)
(916) 263-1402 (TDD)



TO: CSBG SERVICE PROVIDERS

FROM: Pamela Harrison, Manager
Community Services Division

A handwritten signature in black ink, reading "Pamela Harrison", is positioned above the printed name in the "FROM:" field.

DATE: March 16, 2010

SUBJECT: 2010 Community Services Block Grant (CSBG) Contract, Amendment 2

Enclosed is an Amendment to your agency's 2010 Community Services Block Grant (CSBG) Contract. This amendment revises the Advance Language, which will authorize your agency to receive the full 25% of the contract allocation.

The current Amendment 1 Advance language limits the advance the agency can receive to 25% of the total amount listed on Item 3 of the Standard Agreement (STD. 213). The amount listed in Item 3 is limited to the total amount that CSD has received authorization from the federal Office of Community Services (OCS) to distribute. Calculating the advance on this amount would result in an agency receiving less than the full 25% of the total estimated contract allocation.

To prevent any delays in receiving your full advance payment, as indicated on Attachment III, PY 2010 CSBG Allocation, Column F this amendment must be returned to CSD with your Amendment 1. Additionally, Amendment 2 cannot be processed before Amendment 1.

If your agency has already returned the Amendment 1 to prevent a delay in payment CSD will process the advance based on the Amendment 1 language an issue the remaining balance upon receipt of Amendment 2.

If you have any questions, please contact your Field Representative.

Attachments

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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March 16, 2010

To All Community Services Block Grant Contractors:

2010 Community Services Block Grant Contract (CSBG) Amendment No. 2

Enclosed is your agency's contract amendment packet for the 2010 Community Services Block Grant Program. It includes two complete copies of the contract amendment.

In order to expedite the execution of your contract packet, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ Submit a governing board resolution with an **original signature of your board's authorized representative**. The board's resolution must identify whom it has authorized to sign the 2010 CSBG contract and any amendments.
- ☐ Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract. Print the date signed. Ensure that **your agency's authorized representative has signed both face sheets**. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2010 CSBG amendment.
- ☐ When you return the contract packet to CSD, please arrange all pages, including the face sheets, exhibits, and all attachments, in the same order in which you received them. Include your board resolution, insurance and fidelity bond documents, advance request, and, if desired, a transmittal letter, but do not staple or otherwise attach these documents to the contracts themselves.
- ☐ Please return your completed contract packet within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
P.O. Box 1947
Sacramento, CA 95812-1947

When sending documents via overnight mail, please use CSD's street address as shown on the face sheet.

Please keep in mind that in order for CSD to execute your contract, all of your agency's contract documents must be **complete**. Authorized persons must sign the board resolution, both face sheets, and

Please keep in mind that in order for CSD to execute your contract, all of your agency's contract documents must be **complete**. Authorized persons must sign the board resolution, both face sheets, and applicable exhibits and attachments. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must be current or replaced. Coverage must include workers' compensation insurance, fidelity bond, general liability, and vehicle insurance.

If you have questions regarding the contracting process, you may contact Brenda Carradine of my staff at (916) 576-5313. For questions regarding insurance coverage, you may contact Anneliz Rodriguez of my staff at (916) 576-5315. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,



Kimberley Petz
Manager, Contract Services Unit

KP:BAC
Enclosures

AGREEMENT NUMBER 10F-40	AMENDMENT NUMBER 2
REGISTRATION NUMBER	

This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME

Department of Community Services and Development

CONTRACTOR'S NAME

The term of this Agreement is : **January 1, 2010 through December 31, 2010**

The maximum amount of this Agreement is: \$

The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Contractor agrees to continue to provide services and activities to eligible participants residing in the Contractor's assigned service area, pursuant to California Government Code Section 12725 et seq., and 42 United States Code (USC) 9901 et seq., as amended, the Community Services Block Grant Act.

1. The maximum amount of this Agreement payable to Contractor by the State remains unchanged at \$

WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		<p>I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services' approval.</p> <p><input type="checkbox"/> Exempt per _____</p>
(Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
AGENCY NAME		
Department of Community Services and Development		
(Authorized Signature)	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
Sa Maestretti, Chief Financial Officer		
ADDRESS		
9 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		

EXHIBIT B
(Standard Agreement)

3. Exhibit B, BUDGET DETAIL AND PAYMENT PROVISIONS, 3. A. and B ADVANCE PAYMENTS, is deleted in its entirety and replaced with Exhibit B. 3. A. and B. to read as follows:
- A. Upon written request by the Contractor on their agency letterhead, CSD shall issue one working capital advance to the Contractor not to exceed 25 % of the Maximum Amount of the total estimated allocation as set forth in Attachment III to Exhibit B. The advance request shall only be submitted once and apply to any subsequent advance payments as described in B below.
 - B. At no time will the amount of the advance exceed the lesser of either 25% of the total estimated allocation or the total amount specified on the Standard Agreement (Std. 213), item 3. In the event the Maximum Amount of this Agreement is increased through subsequent amendments based on a notice of grant award for FFY 2010, a subsequent advance payment of the advance amount plus any previous advances already allowed shall not exceed 25% of the total estimated allocation as set forth in Attachment III to Exhibit B.

All other terms and conditions shall remain the same.

EXHIBIT B
(Standard Agreement)

Attachment III

ALLOCATION DATA

2010 CSBG Estimated Allocation and Advance Payment

(February 9, 2010)

State of California
Department of Community Services and Development
PY 2010 CSBG Allocation
CAAs

ATTACHMENT III
CSBG 2010 Estimated Allocation and Advance Payment

County	Agency	2010 ALLOCATION				2010 ADVANCE		
		A	B	C	D	E	F	G
		Total Estimated Allocation (For Budgeting)	Initial (11/30/09)	Second (02/09/10)	Total 2010 Contract to Date*	Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available To Date**
Alameda	Berkeley CAA	259,646	22,029	105,198	127,227	22,029	42,033	64,912
Alameda	Associated Community Action Program	571,226	48,464	231,437	279,901	48,464	94,343	142,807
Alameda	City of Oakland, Department of Human Services	718,453	60,955	291,087	352,042	60,955	118,658	179,613
Alpine	Inyo Mono Advocates for Community Action, Inc.	2,211	188	896	1,084	188	365	553
Amador/Tuolumne	Amador/Tuolumne CAA	254,217	21,568	102,998	124,566	21,568	41,986	63,564
Butte	CAA of Butte County, Inc.	367,848	31,209	149,036	180,245	31,209	60,753	91,962
Calaveras/Mariposa	Calaveras/Mariposa CAA	253,565	21,513	102,734	124,247	21,513	41,878	63,391
Colusa	SEE GLENN							
Contra Costa	Contra Costa Employment & Human Services Dept	672,472	57,054	272,457	329,511	57,054	111,064	188,118
Del Norte	Del Norte Senior Center	44,655	3,789	10,092	21,881	3,789	7,375	11,164
El Dorado	El Dorado County Department of Human Services	255,475	21,675	103,500	125,183	21,675	42,194	63,869
Fresno	Fresno County EOC	1,682,286	142,729	601,591	824,320	142,729	277,843	420,572
Glenn/Colusa/Trinity	Glenn County Human Resource Agency	254,986	21,634	103,310	124,944	21,634	42,113	63,747
Humboldt	Redwood CAA	261,906	22,221	106,113	128,334	22,221	43,256	65,477
Imperial	Campesinos Unidos, Inc.	278,981	23,669	113,031	136,700	23,669	46,076	69,745
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	251,841	21,367	102,035	123,402	21,367	41,593	62,960
Kern	CAP of Kern	1,230,435	104,393	498,520	602,913	104,393	203,216	307,609
Kings	Kings CAO	260,555	22,106	105,566	127,672	22,106	43,033	65,139
Lake	Lake County CAA	254,986	21,634	103,310	124,944	21,634	42,113	63,747
Lassen/Plumas/Sierra	Lassen/Plumas/Sierra CAA	253,239	21,485	102,602	124,087	21,485	41,025	63,310
Los Angeles	Foothill Unity Center, Inc.	361,216	30,646	146,349	176,995	30,646	59,650	90,304
Los Angeles	Long Beach CSDC	971,792	82,449	393,729	476,178	82,449	160,490	242,848
Los Angeles	County of Los Angeles Dept of Public Social Services	6,873,724	583,182	2,784,943	3,368,125	583,182	1,135,249	1,718,431
Los Angeles	City of Los Angeles, CDD, HS&NDD	7,525,417	638,472	3,040,935	3,687,457	638,472	1,242,032	1,881,354
Madera	CAP of Madera County, Inc.	262,139	22,240	106,200	128,448	22,240	43,295	65,535
Marin	Community Action Marin	257,735	21,867	104,423	126,290	21,867	42,567	64,434
Mariposa	SEE CALAVERAS							
Mendocino	North Coast Opportunities	256,687	21,778	103,999	125,777	21,778	42,394	64,172
Merced	Merced County CAA	423,114	35,898	171,420	207,326	35,898	69,881	105,779
Modoc/Siskiyou	Modoc/Siskiyou CAA	254,986	21,634	103,310	124,944	21,634	42,113	63,747
Mono	SEE INYO							
Monterey	Monterey County CAP	485,453	41,187	186,635	237,872	41,187	80,176	121,363
Napa	Community Action Napa Valley	254,916	21,625	103,281	124,909	21,625	42,101	63,729
Nevada	Nevada County Dept of Housing & Community Services	253,635	21,519	102,762	124,281	21,519	41,890	63,409

State of California
Department of Community Services and Development
PY 2010 CSBG Allocation
CAAs

ATTACHMENT III
CSBG 2010 Estimated Allocation and Advance Payment

County	Agency	2010 ALLOCATION				2010 ADVANCE			
		A	B	C	D	E	F	G	
		Total Estimated Allocation (For Budgeting)	Initial (11/30/09)	Second (02/09/10)	Total 2010 Contract to Date*	Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available To Date**	
Orange	CAP of Orange County	2,719,513	230,729	1,101,832	1,332,561	230,729	449,149	679,878	
Placer	County of Placer Dept of Health and Human Services	267,060	21,810	104,150	125,960	21,810	42,465	64,265	
Plumas	SEE LASSEN								
Riverside	CAP of Riverside County	2,011,228	170,637	814,865	985,502	170,637	332,170	502,807	
Sacramento	Sacramento Employment and Training Agency	1,595,188	135,339	646,303	781,842	135,339	263,458	398,797	
San Benito	San Benito County DCS&WD	252,586	21,430	102,337	123,757	21,430	41,717	63,147	
San Bernardino	CAP of San Bernardino County	2,474,575	209,948	1,002,593	1,212,541	209,948	408,696	618,644	
San Diego	County of San Diego, H&HAS, CAP	3,179,323	269,741	1,288,128	1,557,869	269,741	525,090	794,831	
San Francisco	EOC of San Francisco	813,511	69,020	329,600	398,620	69,020	134,358	203,378	
San Joaquin	San Joaquin County Dept of Aging & Community Svcs	912,105	77,385	369,546	446,931	77,385	150,641	228,026	
San Luis Obispo	CAP of San Luis Obispo County, Inc.	279,865	23,744	113,369	137,133	23,744	46,222	69,986	
San Mateo	CAA of San Mateo County, Inc.	382,439	32,447	154,948	187,395	32,447	63,163	95,610	
Santa Barbara	CAC of Santa Barbara County, Inc.	517,729	43,925	209,762	253,687	43,925	85,507	129,432	
Santa Clara	Sacred Heart Community Service	1,169,422	99,216	473,600	573,016	99,216	193,140	292,358	
Santa Cruz	CAB of Santa Cruz County, Inc.	275,887	23,407	111,770	135,185	23,407	45,565	68,972	
Shasta	Shasta County CAA	262,162	22,242	106,217	128,459	22,242	43,299	65,541	
Sierra	SEE LASSEN								
Siskiyou	SEE MODOC								
Solano	CAP of Solano County	294,455	24,982	119,301	144,263	24,982	48,632	73,614	
Sonoma	CAP of Sonoma County	341,321	28,958	138,289	167,247	28,958	56,372	85,330	
Stanislaus	Central Valley Opportunity Center, Inc.	601,420	56,115	267,979	324,095	56,115	109,239	165,355	
Sutter	Sutter County CAA	255,965	21,717	103,706	125,423	21,717	42,274	63,991	
Tehama	Tehama County CAA	254,706	21,610	103,196	124,806	21,610	42,067	63,677	
Trinity	SEE GLENN								
Tulare	Community Services & Employment Training, Inc.								
Tuolumne	SEE AMADOR	813,511	69,020	329,600	398,620	69,020	134,358	203,378	
Ventura	Community Action of Ventura County, Inc.	643,735	54,516	260,014	315,430	54,516	106,318	160,934	
Yolo	County of Yolo, Dept of Employment & Social Services	279,865	23,744	113,369	137,133	23,744	46,222	69,986	
Yuba	Yuba County CSC	256,036	21,723	103,735	125,456	21,723	42,286	64,009	
TOTAL, all counties		47,213,404	4,005,688	19,129,060	23,134,568	4,005,688	7,797,570	11,803,958	

* Equals contract facesheet (STD 213, Item 3)

** Equals 25% of the Total Estimated Allocation. Must request advance on Agency letterhead if advance is not already on file with CSD.

State of California
Department of Community Services and Development
PY 2010 CSBG Allocation
Non-CAAs

ATTACHMENT III
CSBG 2010 Estimated Allocation and Advance Payment

NATIVE AMERICAN INDIANS

Agency	2010 ALLOCATION			2010 ADVANCE		
	A	B	C	E	F	G
Total Estimated Allocation (For Budgeting)		Initial (11/30/09)	Second (02/09/10)	Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available To Date**
Karuk (Core Funding)	42,000	3,563	17,517	3,563	5,937	19,500
Karuk	62,654	5,316	25,305	5,316	10,348	15,664
NCIDC (Core Funding)	122,000	10,351	49,428	10,351	20,145	30,500
NCIDC/LIFE (Core Funding)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)	(Incl. w/ NCIDC below)
NCIDC	1,809,576	153,528	703,154	153,528	290,665	452,384
LA City/County NAIC	383,379	32,527	155,335	32,527	53,310	85,845
TOTAL	2,419,609	205,285	900,324	205,285	339,619	604,903

MIGRANT & SEASONAL FARMWORKERS

Agency	2010 ALLOCATION			2010 ADVANCE		
	A	B	C	E	F	G
Total Estimated Allocation (For Budgeting)		Initial (11/30/09)	Second (02/09/10)	Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available To Date**
La Cooperativa Campesina de California*	178,555	15,149	72,943	15,149	29,450	44,639
California Human Development Corporation	1,385,882	117,581	551,501	117,581	220,630	345,471
Proteus, Inc.	2,229,482	189,753	903,204	189,753	350,213	557,385
Central Valley Opportunity Center, Inc.	542,301	46,010	219,740	46,010	89,335	135,575
Center for Employment Training	1,867,927	158,479	750,005	158,479	308,503	466,982
TOTAL	6,204,127	526,372	2,513,993	526,372	1,024,561	1,551,003

LIMITED PURPOSE AGENCIES (DISCRETIONARY FUNDS)

Agency	2010 ALLOCATION			2010 ADVANCE		
	A	B	C	E	F	G
Total Allocation		Initial (11/30/09)	Second (02/09/10)	Initial Available (11/30/09)	Second Available (02/09/10)	Total 2010 Advance Available**
Campesinos Unidos, Inc.	81,846	81,846	0	20,462	0	20,462
Community Design Center	123,262	123,262	0	30,815	0	30,815
Del Norte Senior Center	89,600	89,600	0	22,400	0	22,400
Rural Community Assistance Corporation	138,053	138,053	0	34,513	0	34,513
TOTAL	432,761	432,761	0	109,191	0	109,191

*Contract on hold pending outcome of enforcement action
** Equals contract facesheet (STD 213, Item 3)
*** Equals 25% of the Total Estimated Allocation. Must request advance on Agency letterhead if advance is not already on file with CSD.